

Town of Hampton, NH  
Job Posting  
Operations Manager

The Town of Hampton, New Hampshire, seeks qualified candidates for the position of Operations Manager for its Department of Public Works. The Operations Manager works under the general direction of the Director of Public Works but the nature of the position involves the exercise of considerable technical and administrative independence. The Operations Manager is responsible for the supervision of the entire Department directly and through subordinate supervisors. The position requires knowledge of the principals of: civil engineering as applied to public works activities; considerable knowledge of and experience in administrative, personnel and financial management practices and techniques; knowledge of construction inspection practices; working knowledge of municipal budget and accounting; the ability to work well with others in making judgments and decisions. Applicants must possess a high school or technical school diploma, supplemented by at least undergraduate training courses, plus 3 to 5 years progressively responsible experience in the administrative and technical field, or an equivalent combination of training and experience. Must have a valid driver's license and be able to pass a drug and alcohol test, motor vehicle and criminal back ground investigation. Salary dependant on experience and qualifications. Excellent benefits including health, life and retirement. Mail cover letter and resume to the Town Manager, 100 Winnacunnet Road, Hampton, NH 03842 not later than May 12, 2008. Expected start date is May 23, 2008. The Town of Hampton is an EEOC employer.